

Approved For Release 2002/01/08 : CIA-RDP83T00573R000100120015-5

A PLAN OF ACTION TO STUDY  
THE FEASIBILITY OF A PROPOSED  
CENTRALIZED BIBLIOGRAPHIC INDEX AND  
DOCUMENT STORAGE AND RETRIEVAL SYSTEM

BY



STATINTL

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OBJECTIVE: DETERMINE THE FEASIBILITY OF ADAPTING CIA'S RECON BIBLIOGRAPHIC INDEX AND ADSTAR MICROFORM STORAGE AND RETRIEVAL SYSTEM AS A CENTRALIZED INTELLIGENCE COMMUNITY REFERENCE SYSTEM THAT WILL BE MANAGED AND OPERATED FOR THE COMMUNITY BY CIA.

SCOPE:

- LIMITED TO 20-WEEK TIME FRAME
- INITIALLY LIMITED TO THE WASHINGTON, D.C. AREA
- FOCUS ON ASSESSING THE CIA-PROPOSED SYSTEM BY COMPARING THE BENEFITS AND COSTS OF EXISTING BIBLIOGRAPHIC INDEX AND DOCUMENT STORAGE AND RETRIEVAL SYSTEMS
- IDENTIFY AND DOCUMENT POTENTIAL SHORTFALLS IN THE PROPOSED SYSTEM THAT WILL NOT SATISFY STATED REQUIREMENTS FOR COMMUNITY BIBLIOGRAPHIC SERVICES
- EVALUATE THE COST ESTIMATES DEVELOPED BY CIA FOR THE PROPOSED SYSTEM
- DEVELOP AND COST ANY OTHER FEASIBLE ALTERNATIVES

*I.L. Problem here →*

### STUDY OVERVIEW

- REVIEW DOCUMENTATION ON EXISTING AND PROPOSED BIBLIOGRAPHIC SYSTEMS TO IDENTIFY CURRENT CAPABILITIES AND REQUIREMENTS
- RECEIVE DETAILED BRIEFINGS ON CIA PROPOSAL AND REQUEST ADDITIONAL DOCUMENTATION AND INFORMATION CONCERNING THE PROPOSAL AS MAY BE AVAILABLE AND REQUIRED
- ESTABLISH METHODOLOGY AND IDENTIFY BIBLIOGRAPHIC REFERENCE SYSTEMS THAT SHOULD BE COMPARED TO PROPOSED SYSTEMS
- RECEIVE IN-DEPTH BRIEFINGS ON IDENTIFIED BIBLIOGRAPHIC SYSTEMS TO PROVIDE A BASIS OF COMPARISON
- COLLECT AND ANALYZE DETAILED STATISTICAL DATA ON EACH OF THE IDENTIFIED BIBLIOGRAPHIC SYSTEMS TO COMPARE CAPABILITIES, REQUIREMENTS, AND COSTS
- EVALUATE CIA ALTERNATIVES IN RELATION TO THEIR CAPACITY TO FULFILL EXISTING OR PROJECTED AGENCY REQUIREMENTS AND THEIR POTENTIAL FOR COST SAVINGS OR COST AVOIDANCE BY REDUCING THE NUMBER OF EXISTING OR PROGRAMMED DOCUMENT STORAGE AND RETRIEVAL ACTIVITIES IN EACH AGENCY
- COMPILE AND DOCUMENT FINDINGS AND RECOMMENDATIONS

OVERVIEW OF CIA PROPOSAL

- PROPOSES THAT CIA'S RECON BIBLIOGRAPHIC INDEX AND ADSTAR MICROGRAPHIC DOCUMENT STORAGE AND RETRIEVAL SYSTEM BE ADOPTED AS A CENTRALIZED INTELLIGENCE COMMUNITY BIBLIOGRAPHIC INDEX AND DOCUMENT STORAGE AND RETRIEVAL SYSTEM, MANAGED AND OPERATED FOR THE COMMUNITY BY CIA
- SPECIFIES THAT RECON CONTAINS OVER 3,000,000 INDEX RECORDS OFFERING ACCESS TO VIRTUALLY ALL SUBSTANTIVE INTELLIGENCE DOCUMENTS ORIGINATED (GIVEN GENERAL DISTRIBUTION) BY CIA, DOD, AIR FORCE, ARMY, NAVY, NSA, STATE, NPIC, AND SOME DOCUMENTS FROM OTHER U.S. GOVERNMENT AGENCIES
- INDICATES THAT RECON CONTAINS WORLDWIDE COVERAGE ON RAW AND FINISHED INTELLIGENCE REPORTS INCLUDING THOSE AT THE COLLATERAL AND SENSITIVE COMPARTMENTED INFORMATION (SCI) LEVELS
- STATES THAT BIBLIOGRAPHIC SERVICES WILL BE SUPPLEMENTED BY AUTOMATED DOCUMENT STORAGE AND RETRIEVAL (ADSTAR) CAPABILITIES. ADSTAR IS SCHEDULED TO ENTER OPERATION IN NOVEMBER 1979

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OPTIONS PROPOSED BY CIA

● PROPOSED BIBLIOGRAPHIC SERVICES

- OFFLINE
- DIRECT ON-LINE SERVICE
- ON-LINE SERVICE THROUGH INTERMEDIARIES

● PROPOSED DOCUMENT STORAGE AND RETRIEVAL  
ALTERNATIVES

- BATCH MODE
- DIRECT ON-LINE RETRIEVAL — *omitted 8m lps*

CIA DEVELOPED COST ESTIMATES

CIA PROPOSED OPTIONS	ONE-TIME	RECURRING	ANNUAL COST	5 YEAR COST
BIBLIOGRAPHIC SERVICES				
● BASIC REDESIGN COST REGARDLESS OF OPTION	\$ 250,000	\$ 100,000	\$ 150,000	\$ 750,000
● OFF-LINE SERVICE	\$ 425,000	\$ 700,000	\$ 785,000	\$3,925,000
● DIRECT ON-LINE SERVICE	\$4,125,000	\$ 800,000	\$1,625,000	\$8,125,000
● ON-LINE SERVICE VIA AN INTERMEDIARY	\$ 925,000	\$ 700,000	\$ 885,000	\$4,425,000
AUTOMATED DOCUMENT STORAGE AND RETRIEVAL SERVICES (ADSTAR)				
● BATCH MODE	\$1,000,000	\$ 235,000	\$ 435,000	\$2,125,000
● DIRECT ON-LINE RETRIEVAL	\$2,500,000	\$ 310,000	\$ 810,000	\$4,050,000 *

\* DOES NOT INCLUDE COSTS FOR WIDE-BAND DATA COMMUNICATIONS LINK

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### PROPOSED METHODOLOGY

- ASSESS THE CIA PROPOSAL BY ANALYZING THE TWO MAJOR COMPONENTS OF THE PROPOSED SYSTEM:
  - RECON BIBLIOGRAPHIC INDEX
  - ADSTAR STORAGE AND RETRIEVAL
- EVALUATE THE BIBLIOGRAPHIC INDEX BY COMPARING THE CAPABILITIES OF THE RECON SYSTEM WITH EXISTING BIBLIOGRAPHIC SYSTEMS USING THE FOLLOWING CRITERIA:
  - COMPLETENESS
  - CURRENCY
  - RELEVANCE
  - ACCESSIBILITY
  - TIMELINESS
  - SECURITY
- EVALUATE THE ADSTAR STORAGE AND RETRIEVAL SYSTEM BY EXAMINING ITS ABILITY TO PROVIDE IDENTIFIED USERS WITH TIMELY AND COMPLETE ACCESS TO SOURCE DOCUMENTS THAT HAVE BEEN SELECTED BY A RECON BIBLIOGRAPHIC SEARCH

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- COMPILE THE RESULTS OF THIS ANALYSIS AND DETERMINE THE FEASIBILITY OF THE ALTERNATIVES BASED ON THE FACTS PRESENTED
- DOCUMENT THE RESULTS OF THE ANALYSIS AND THE REASONS FOR ACCEPTING OR REJECTING THE CIA PROPOSAL
- DOCUMENT APPROACHES AND DEVELOP COST ESTIMATES FOR REASONABLE ALTERNATIVES TO PROVIDING BIBLIOGRAPHIC SERVICES IF THE CIA PROPOSAL IS DEEMED INAPPROPRIATE IN ITS PRESENT FORM

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PROPOSED MEASURE OF COMPLETENESS OF EXISTING BIBLIOGRAPHIC SYSTEMS

Source	CIA RECON	State ADS	NSA SOLIS	DIA IRISA	DIA IRFLA	DIA ASDIA
State cables and airgrams						
State MEMCONS						
NSA SIGINT translations						
NSA summaries and reports						
DoD intelligence reports (IRs)						
Military and service periodic reports and summaries						
Allied liaison intelligence reports						
Second party (liaison) SIGINT						
Foreign: newspapers, books, etc.						
Domestic: newspapers, books, etc.						
CIA intelligence reports [REDACTED]						
[REDACTED] daily reports						
DCS reports (OOBs)						
[REDACTED] translations						
Press wire services [REDACTED]						
DIA & NPIC photo interpretation reports						
Finished intelligence products produced by:						
• CIA						
• DIA						
• DoD						
• NSA						
• State						
• Army						
• Air Force						
• Navy						
• NPIC						

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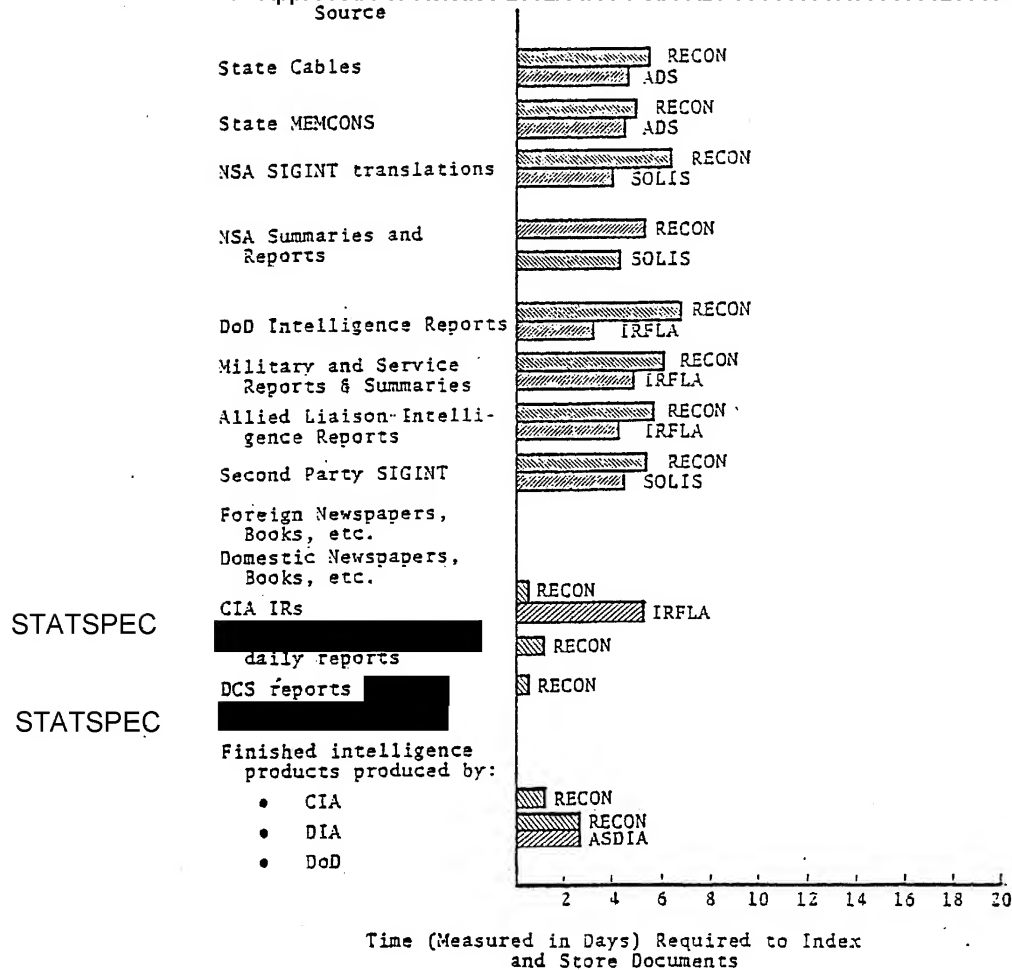


FIGURE 1

EXAMPLE OF PROPOSED MEASURE OF CURRENCY  
OF EXISTING BIBLIOGRAPHIC SYSTEMS

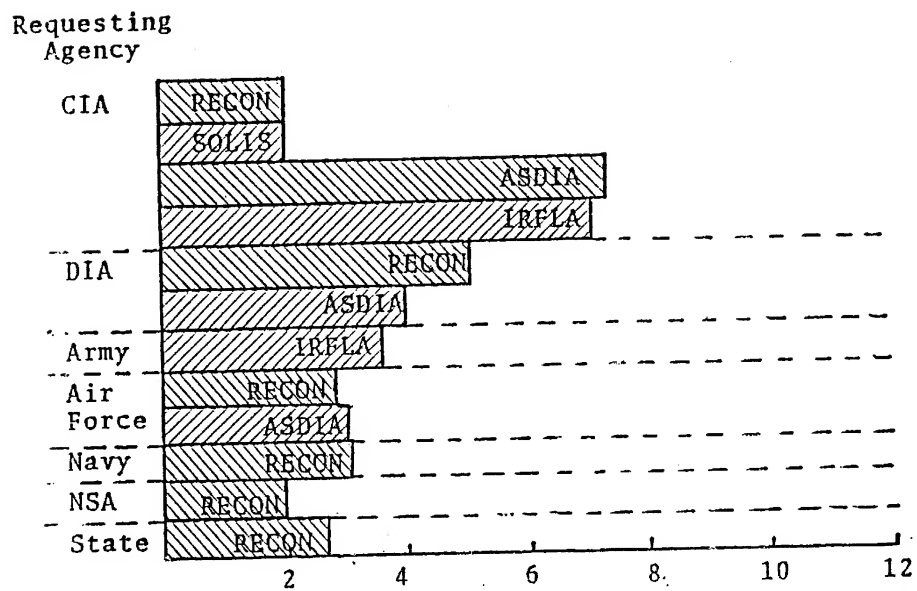


FIGURE 2

PROPOSED METHOD FOR DEPICTING TIME REQUIREMENT  
FOR PROVIDING INFORMATION TO REQUESTORS

PROPOSED REPORT OUTLINE

ABSTRACT

EXECUTIVE SUMMARY

PURPOSE OF STUDY; OVERVIEW OF CIA PROPOSAL; CONCLUSIONS AND  
RECOMMENDATIONS

1. INTRODUCTION

CONTRACTUAL RESPONSIBILITIES; STUDY TEAM COMPOSITION; CIA  
ALTERNATIVES FOR BIBLIOGRAPHIC SERVICES; ASSUMPTIONS

2. OVERVIEW OF EXISTING SYSTEMS

CIA RECON; DIA ASDIA; DIA IRFLA; DIA IRISA; NSA SOLIS; STATE ADS;  
OTHERS

3. METHODS USED TO STUDY ALTERNATIVES

COMPLETENESS; CURRENCY; RELEVANCE; ACCESSABILITY; TIMELINESS;  
SECURITY; ADSTAR ALTERNATIVES

OUTLINE (CONT'D)

4. STUDY GROUP EVALUATION OF CIA PROPOSAL

COMPLETENESS OF RECON; CURRENCY OF INFORMATION; RELEVANCE OF CODING  
STRUCTURES; ACCESSIBILITY TO SYSTEM; TIMELINESS OF RESPONSE; SECURITY  
PROVISIONS; USE OF MICROFORM RETRIEVAL

5. STUDY GROUP CONCLUSIONS AND RECOMMENDATIONS

REASONS FOR ACCEPTING/REJECTING ALTERNATIVES; IDENTIFICATION,  
DESCRIPTION, AND COST OF OTHER ALTERNATIVES; RECOMMENDATION FOR  
IMPLEMENTATION

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31 July 1979

Automated System: \_\_\_\_\_

	Number of Documents per Year*					
	1970-1974	1975	1976	1977	1978	Jan-Jun 1979
CIA (Exclude NPIC products)						
Intelligence Reports						
Finished Intelligence (Including NFIB periodicals)						
Intelligence Periodicals						
Typescript Memoranda						
DCI Reports (32 reports)						
Other (Specify)						
MILITARY						
DoD Intelligence Information Reports (IIRs)						
Periodic Reports and Summaries (Ephemeral and non-ephemeral intelligence periodicals)						
Finished Intelligence Products Published by:						
• DIA						
• Army						
• Navy						
• Air Force						
• U&S Commands						
Other (Specify)						
NSA						
Headquarters Reports						
U.S. Field Reports						
Second Party Reports (Compartmented [REDACTED] reports received via NSA)						
Third Party Reports						
Other (Specify)						
STATE (Including ACDA, ICA, and AID materials)						
Cables (Telegrams)						
MEMCONS						
Airgrams						
Finished Intelligence Reports						
Periodicals						
Other (Specify)						
NPIC (Exclude DIA and service reports)						
Printed Formal Reports						
P.L. Informal Reports						
Other (Specify)						
STATSPEC						
Area Daily Reports						
Teletype Notices						
Other (Specify) (including finished intelligence and periodicals)						
OPEN SOURCE LITERATURE						
Newspaper Articles (Both foreign & domestic)						
Journal Articles						
Press Wire Services						
Monographs						
Other (Including [REDACTED] open source literature)						
[REDACTED] DOD TRANSLATIONS STATSPEC						
OTHER U.S. GOVERNMENT PUBLICATIONS						
[REDACTED] STATINTL						
Finished Intelligence						
Periodicals						
Other (Specify)						

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\* Use date of document as a basis for retrieval (IR dates included in IR number).

NUMBER OF CLASSIFIED DOCUMENTS AND  
DOCUMENTS STORED IN BIBLIOGRAPHIC SYSTEMS

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Year(s) of coverage (circle one)\*: 1970-1974, 1975, 1976, 1977, 1978, Jan-Jun 1979

Classification  Dissemination Controls	Collateral				Compartmented			
	Unclassified	Confidential	Secret	Top Secret	SI	TK/SAO	G&D	Others
No dissemination Controls								
ORCON • DIA • CIA • NSA								
No Dissemination Abroad								
Internal Use Only • CIA • DIA • NSA • State								
SEATO								
CENTO								
COSMIC								
Sensitive								
Exclusive for Restricted Data								
NOFORN								
No Contract								

\*Use date of document as a reference for coverage; CIA-RDP83T00573R000100120015-5  
(For IIRs use date included in IR number.)

☒ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☐ SECRET  
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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: STATINTL

C/DSG/OCR

EXTENSION

NO.

DATE

6 Sep 79

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/ODP  
2D00 Hqs

2. DD

3. C/MS

4. EO

5. File IHC

6. (Bibliographic Study)

7.

8.

9.

10.

11.

12.

13.

14.

15.

Bruce:

Many thanks for the attached. It turns out that we have seen most of this. At meeting on Wednesday, it was determined that some of the data assembled by [REDACTED] needs modification. For example, some agencies reported the total of all of a type of document on hand rather than just those that are retrievable through searching a bibliographic index. The next step will ~~be~~ be to review and correct that data, and to accumulate new data in such areas as relevance.

STATINTL [REDACTED]

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